



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH  
AND MENTAL RETARDATION**

RSA UNION BUILDING  
100 N. UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410



JOHN M. HOUSTON  
COMMISSIONER

October 10, 2008

Dear Vendor:

The AL Department of Mental Health and Mental Retardation (DMH/MR) is requesting proposals for **Information Technology Consultants** until **Monday, December 1, 2008 at 5pm**. Submission of proposals does not guarantee an award of a contract. Any contract resulting from this proposal is not effective until it has received all requisite government approval, and Contractor shall not begin performing work under contract until notified to do so by the contracting Facility. Contractor shall not be entitled to compensation for work performed prior to the effective date of contract.

A standard departmental contract will be required.

**A copy of the State of Alabama Vendor Application is available (click on "Vendor Application") on the department's website.** A Vendor application is attached, if the application is mailed to prospective vendors. **All vendors wishing to contract with the state of Alabama must fill out this registration every three (3) years and return it immediately to State Purchasing. Only vendors who are registered with State Purchasing may receive state contracts. Go to [www.purchasing.state.al.us](http://www.purchasing.state.al.us) for appropriate class-subclass codes.**

**If you /your company desire to offer a contract proposal, the following steps must be completed in their entirety:**

1. Read the entire contract proposal document.
2. Proposal must be submitted in the format requested.
3. Proposals must be in ink or typed (pencil is unacceptable) and contain original signature.
4. **Return proposal to:**
5. Catheryn B. Townsend, Director  
Contracts Office  
AL Department of Mental Health and Mental Retardation  
100 North Union Street, Suite 586  
Montgomery, AL 36104  
*Proposals may be returned via Regular Mail or Express/Overnight Mail.*

Sincerely,

Catheryn B. Townsend, Director  
Contracts Office

## **Request for Proposal (RFP)**

**Organization:** Alabama Department of Mental Health and Mental Retardation

**Apply by:** **December 1, 2008 (5pm).** The RFP must be received in the Contracts Office by the listed date.

**Contact Information:** **Ruthie Bonds**  
Contracts Office  
Alabama DMH/MR  
RSA Union Building  
100 North Union Street, Suite 586  
Montgomery, AL 36104  
Telephone Number (334) 353-7440  
Fax Number (334) 353-7090  
Submit any RFP questions to [ruthie.bonds@mh.alabama.gov](mailto:ruthie.bonds@mh.alabama.gov)

The Alabama Department of Mental Health and Mental Retardation (DMH/MR) is seeking a qualified team of information technology experts that will facilitate, develop, and implement methodologies to graphically depict quantitative data supplied by DMH/MR that will be used across a broad spectrum of users to include IT professionals, clinical and administrative staff.

### **Required qualifications:**

1. Experience in working with Information Systems personnel and mental health Professionals.
2. Experience in web-based data integration technologies.
3. Experience in visual graphics of key indicators.

### **The contractor will provide the following services:**

1. An analysis of currently available DMH/MR financial and clinical data to suggest data-driven methodologies to support improved client care and administrative decision-making.
2. A web-based solution(s) to assimilate, integrate, and present (or display) data based on the above analysis that minimally impacts existing DMH/MR staff workloads.
3. A proposed implementation plan.
4. Implementation of the plan.
5. Continuous specialized consultative services and support related to the project.

### **Proposal Content**

#### **Instructions must be followed or responses will not be graded.**

Each proposal is to contain specific responses to each of the following requests and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible. Submit the response to each item on a separate page with the item reproduced at the top of the first page of the response.

1. Submit a cover letter summarizing your proposal. Limit the cover letter to no more than one page.
2. Provide general information regarding the respondent including correct address, telephone and fax number (if applicable). Include respondent's previous experience, knowledge of data management systems, special training, or any other information pertaining to the respondent's capabilities to carry out this program.
3. Assuming a **budget** for a twelve month period, set forth in detail (hourly, weekly, annually, detailed price list, etc.) how the respondent will provide the requested services.

One original and **three copies** of your proposal must be received at the following address no later than 5pm on **December 1, 2008**.

Catheryn B. Townsend, Director  
Contracts Office  
AL DMH/MR  
RSA Union Building  
100 North Union Street, Suite 586  
Montgomery, AL 36104

Proposals must be clearly marked **Information Technology Consultant for the Department of Mental Health and Mental Retardation**. All proposals received after the deadline will be returned unopened.

The DMH/MR assumes no responsibility for expenses incurred in the preparation of the proposal. The DMH/MR reserves the right to reject any and all proposals. Additionally, the DMH/MR reserves the right to waive irregularities in any proposals and request clarification of any information, and negotiate with the firm/individual submitting the best proposal to secure more favorable conditions.

### **Evaluation Process**

A review committee will examine each proposal submitted. The DMH/MR may elect to conduct interviews with finalists. The DMH/MR expects a final selection on or before December 31, 2008.

### **Selection Criteria**

Selection shall be based on factors to be developed by the procuring state entity, which may include among others, the following:

1. Specialized expertise and capabilities as demonstrated by the proposed approach to meet project requirements.
2. Record of past performance, quality of work and ability to manage expenses and to meet schedules.
3. Ability to coordinate all aspects of the project.
4. Ability to demonstrate competency in adhering to applicable federal and state laws and regulations to include HIPAA.
5. The effectiveness of the proposed data analysis, integration, and presentation in supporting DMH/MR decision-making processes.

## **Evaluation Criteria**

Proposals will be evaluated based on their responsiveness to the items contained in the content section of this Request for Proposal. It is expected that the review committee will rate responses according to the following ways:

1. Expertise and knowledge of data management systems. – 35%
2. Understanding of and complete response to the Request for Proposal – 15%
3. Expertise and knowledge of mental health data needs – 35%
4. Budget – 15%